

# AUDITOR'S CORNER



## Reconcile Daily Cash Receipts To Your Computer

By **Emmet R. Wood**  
Director, Audits and Investigations

1.

The Real Estate Commission's Audits and Investigations Division has discovered a major problem with some long-term rental management companies which utilize computer software to prepare their trust account books - cash receipts are not balanced to the deposit tickets and to the computer.

If you are the broker-in-charge of a real estate office, you are responsible for its daily cash reconciliation. The following example may help you with this:

- 1) Total the cash receipts and record the total on the last cash receipt.
- 2) Prepare the deposit ticket making sure the total of the handwritten cash receipts equals the total cash deposited into the bank.
- 3) Record the cash receipts to the computer, and print out a computer cash receipts report (the report may have another name depending on your software) making sure the total of the cash receipts equals the total on the deposit ticket and the computer cash receipts report.
- 4) Attach the computer cash receipts report (which is considered a supplemental deposit worksheet) to the deposit ticket and maintain it as part of the trust account records.

RECEIPT		DATE	No.
RECEIVED FROM <u>Charles Clark</u>		1/4/0X	750409
<u>Six hundred &amp; 00/100</u> DOLLARS			\$ 600.00
<input checked="" type="checkbox"/> FOR RENT <u>143 North Blvd</u> <input type="checkbox"/> FOR			
ACCOUNT <u>1,200.00</u>	<input checked="" type="checkbox"/> CASH	From <u>Jan 1</u> To <u>Jan 31</u>	
PAYMENT <u>600.00</u>	<input type="checkbox"/> CHECK	By <u>John Broker</u>	
BAL. DUE <u>600.00</u>	<input type="checkbox"/> MONEY ORDER		

---

RECEIPT		DATE	No.
RECEIVED FROM <u>Charles Clark</u>		1/4/0X	750410
<u>Six hundred &amp; 00/100</u> DOLLARS			\$ 600.00
<input type="checkbox"/> FOR RENT <u>143 North Blvd - Security Deposit</u> <input checked="" type="checkbox"/> FOR			
ACCOUNT <u>600.00</u>	<input checked="" type="checkbox"/> CASH	From <u>Jan 1</u> To <u>Jan 31</u>	
PAYMENT <u>600.00</u>	<input type="checkbox"/> CHECK	By <u>John Broker</u>	
BAL. DUE <u>0.00</u>	<input type="checkbox"/> MONEY ORDER		

---

RECEIPT		DATE	No.
RECEIVED FROM <u>Blake Stephens</u>		1/4/0X	750411
<u>Five hundred fifty &amp; 00/100</u> DOLLARS			\$ 550.00
<input type="checkbox"/> FOR RENT <u>2500 Johnson St.</u> <input checked="" type="checkbox"/> FOR			
ACCOUNT <u>1,100.00</u>	<input checked="" type="checkbox"/> CASH	From <u>Jan 1</u> To <u>Jan 31</u>	
PAYMENT <u>550.00</u>	<input type="checkbox"/> CHECK	By <u>John Broker</u>	
BAL. DUE <u>550.00</u>	<input type="checkbox"/> MONEY ORDER		

---

RECEIPT		DATE	No.
RECEIVED FROM <u>Blake Stephens</u>		1/4/0X	750412
<u>Five hundred fifty &amp; 00/100</u> DOLLARS			\$ 550.00
<input type="checkbox"/> FOR RENT <u>2500 Johnson St. - Security Deposit</u> <input checked="" type="checkbox"/> FOR			
ACCOUNT <u>550.00</u>	<input checked="" type="checkbox"/> CASH	From <u>Jan 1</u> To <u>Jan 31</u>	
PAYMENT <u>550.00</u>	<input type="checkbox"/> CHECK	By <u>John Broker</u>	
BAL. DUE <u>0.00</u>	<input type="checkbox"/> MONEY ORDER		

2.

3.

Your Realty Company Cash Receipts #2 1/4/0X			
Remitter	Property	Purpose	Amount
Clark	143 North Boulevard	Jan Rent	600.00
Clark	143 North Boulevard	Security Deposit	600.00
Stephens	2500 Johnson Street	Jan Rent	550.00
Stephens	2500 Johnson Street	Security Deposit	550.00
Total			<u>2,300.00</u>

DEPOSIT TICKET			
YOUR REALTY COMPANY, INC. TRUST ACCOUNT			
DATE <u>1/4/0X</u>		# <u>0X-2</u>	
		DOLLARS	CENTS
CURRENCY	SDW	\$2,300	00
COINS			
CHECKS			
1.			
2.			
3.			
4.			
TOTAL		\$2,300	00